

DEVELOPMENT REVIEW COMMITTEE (DRC)
Preliminary Application (Pre App)

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Deadline, Notes, and Fees
Applicant Information Sheet / Required Documentation

DEADLINE: Submittals must be received by 4:00 PM each business day. Pursuant to Section 47-24.1(1), the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required.

NOTES: Prior to formal submittal of applications, applicants are encouraged to schedule an appointment with Urban Design & Planning Division staff to obtain feedback regarding subject proposals, especially rezoning and right-of-way vacation requests, as well as any other considerable development projects. The meetings provide an opportunity for applicants to obtain feedback and general direction, prior to expending significant effort on design and preparation of submittal documents.

However, the Development Review Committee (DRC) is available and encourages pre-application reviews in order to cover major issues and give the opportunity to receive preliminary input on a project, prior to completion of more costly and detailed plans. Pre-application reviews are scheduled at the end of regular DRC meetings. The DRC pre-application review will be based solely on the information presented to the Committee. Comments from the DRC members will be available verbally at the DRC meeting.

FEES: All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

DRC Pre App

\$ 370.00

Page 1: DRC Pre App - Applicant Information Sheet / Required Documentation

INSTRUCTIONS: The following information is requested pursuant to the City’s Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner’s Name	
Proof of Ownership	[] Warranty Deed or [] Tax Record

Applicant / Agent’s Name	
Address, City, State, Zip	
E-mail Address	
Phone Number	

Development / Project Address	
Request / Description of Project	
Future Land Use Designation	
Current Zoning Designation	
Residential SF (and Type)	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	[] Yes [] No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Parking Spaces		
Front Setback [_____]		
Side Setback [_____]		
Side Setback [_____]		
Rear Setback [_____]		

- Eight (8) plan sets should be submitted including the following:**
(It is recommended that 11” x 17” plan sheets be submitted if legible and one electronic version of application and plans in PDF format)
- 1) **Proof of ownership** and a letter of consent from the owner, if agent is acting as the applicant.
 - 2) **Cover letter/project narrative** outlining the project and providing pertinent details regarding the use(s) and structures(s) proposed.
 - 3) **Zoning and Land Use maps** of all properties within a 700’ radius. This may be obtained from Urban Design & Planning office at 700 NW 19th Ave., Ft. Lauderdale, (954) 828-3266.
 - 4) **Survey** with all current site features, subsurface, overhead utilities, and easements shown.
 - 5) **Photos** (8x10 color) of existing conditions of adjacent sites and streetscapes.
 - 6) **Preliminary or conceptual site plan** indicating structure(s), parking areas, access points, general landscape areas, and any other major site elements.
 - 7) **Any other pertinent information**, plans or documents prepared that may be helpful in the DRC pre-application review. For example, conceptual building elevations, photographs, etc.

Applicant’s Affidavit I acknowledge that the Required Documentation and Technical Specifications of the application are met:	Staff Intake Review For Urban Design & Planning Division use only:
Print Name _____	Date _____
Signature _____	Received By _____
Date _____	Tech. Specs Reviewed By _____
	Case No. _____